



**DSANV**

THE DOWN SYNDROME ASSOCIATION  
OF NORTHERN VIRGINIA

**DSANV Board of Directors Meeting  
Sunday, September 23, 2018 @ 6:00pm  
DSANV Offices – Service Source Disability Resource Center  
10467 White Granite Drive, Oakton, VA 22124**

6:14 pm start time

Motion to begin: DR, Second JK. Motion passes.

Attendees: Ramchand, Trammel, Egan, Ryder, Ford, Woodward, Knapp, Sussman, Bahamonde

Dialed In: Hoffman, Thompson, Salins

Approvals:

Agenda:

- Motion to add Zombie Run to agenda. JK; Second HT; Motion passed.

Minutes 22 July 2018

- Motion to approve: CW
- AS

Membership Approval

- Motion to approve HT list of members; DR second.
- Motion passes

Financial Update:

Checking: \$53K

Money Market: \$61K

Investment: \$231K

Choola restaurant fundraiser raised \$85.

Business Updates

Buddy Walk:

- 10/14/18 at Signal Hill Park
- \$83K donations (\$28K higher than this time last year)
- 982 participants (225 higher than this time last year)
- Both are higher than last year at the 21 days prior to the BW
- Weekly calls to review all planning details

- Frank Stephens is the Grand Marshall

#### Wellness Programming

- St. James; Robert is the GM. They would love to partner, but they need to focus on opening, then we can re-visit. They just opened. Sean will reach out.

#### New Business:

The Learning Program: 44 families, hired Stacy Engles as TLP Program Assistant

Holiday Party: discussing sponsorship with Merrill Lynch. Discussion of whether to charge a refundable fee and reimburse on the day of the event. This year we will not charge a fee. Will collect data on attendance, in particular no-shows, to inform future decisions.

- Motion to approve tracking data this year, but not require fee for registration: JK, HT second. Motion passes.

Agenda item for next meeting: strategy for charging/not charging, donation box at events. How does it benefit the event or the organization?

Abel and Katie will co-chair holiday party. Will establish a planning committee.

Mary: collect cost and labor data for each program we do.

Board recruitment: Initiated list of desired skills for a sufficiently diverse BOD. Future recruitment should go beyond just DSANV parents, and include the local community, with a priority to fill gaps. Skills include:

- Finance
- Legal
- Self advocate
- Event planning
- Medical
- Education
- Law enforcement
- Entertainment, restaurant
- Project management
- Marketing
- Development (fundraising)
- Diversity, multi-cultural

Goal to bring on 1-2 new members by May 2019 Annual meeting.

#### Priorities:

- Legal
- Marketing
- Development

Action for Dorene to send the list of skills & recruitment steps around.

Page on web site outlining responsibilities of BOD. "I'm Interested" button (call to action).

Sean will craft a LinkedIn message/photo.

PT Program Assistant position: discussion of \$30K annual budget for Program Assistant per year.

- Motion to approve budget of up to \$30K/ year for PT program assistant: JK, HT second
- Motion passes.

Bylaws Revision: received re-write from legal. Several items to discuss.

Heather, Dorene and Katie to review carefully. Other BOD members should review in detail and if they have comments, provide to Heather, Dorene and Katie by 21 October.

World Down Syndrome Day (WDSD) Committee: start planning now, use committee approach for membership engagement. 3/21/19 is a Thursday.

- Party, movie night, restaurant chain, etc
- Heather and Nora to support the committee. Need to reach out to membership for chair.

DSANV Day of Service: on MLK Day, use as an advocacy event. Katie will be in charge of this. Heather, Mary, Charlotte will support. Jan 21, 2019

Helping Hands/Conferences: additional expenses that come because of a medical procedure.

- Up to \$100 per individual.
- Up to \$ per year in the budget.
- Mary and Anita will write up language to add to programming list on web site
- Motion to approve "Helping Hands" as an official DSANV program with upper limit of \$100 per member per calendar year
  - Member in geographic region
  - In-patient stay for individual with Ds that is not related to initial NICU stay
- Motion from JK, NB second.
- Motion passes

Hispanic Community Outreach: Playgroup 3<sup>rd</sup> Wed of each month. DSANV provides refreshments. Nora wants to plan a separate event that includes a speaker. Wants to develop real program, real plan, program with real needs. Need a sponsor from Hispanic community. Hispanic Chamber of Commerce is a good place to look. Wants to have a budget.

Dr. Espinosa will be in the area again in May 2019.

Zombie Run: will benefit DSANV again this year. Need to publicize, recruit sponsors.

Adjournment:

- Motion to adjourn: DK, HT second
- Motion passes
- 8:09 pm

Executive Session

Adjournment

Next Meeting: 11 November 2018 @ 6:00PM